

**State of Connecticut  
Department of Correction**

**Community Victim Empathy Program**

**Request for Proposal**

**RFP # DOC05PH**

The Connecticut Department of Correction is seeking proposals for the modification and evaluation of its Victim Empathy Program.

**Eligibility**

In accordance with Section 18-100(e) of the Connecticut General Statutes, proposals will be accepted from public and private nonprofit organizations. Such organizations must currently have all required accreditations, certifications or licenses to provide required services.

**Closing Date(s)**

In order to participate in the application process, all interested parties must submit a non-binding Letter of Intent to Bid. All such letters must be received at the address listed below by November 12, 2004, 3:00 p.m. Letters of Intent to bid may be submitted via fax or e-mail, but must be followed with an original, signed copy. Receipt of a fax or e-mail Letter of Intent by the time and date due shall constitute compliance.

Written questions may be submitted via mail, fax or e-mail (preferred) until November 15, 2004, 3:00 p.m. Questions and answers will be provided to all potential bidders who have submitted a Letter of Intent to Bid within the allowable timeframe.

An original and five copies of the completed proposals must be received at the address listed below, no later than November 29, 2004, 3:00 p.m..

**Place Due - Connecticut Department of Correction**

Grants and Contracts Section

24 Wolcott Hill Road

Wethersfield, CT 06109-1152

Attention: Joel R. Ide, Grants and Contracts Manager

Questions and Letters of Intent to Bid may also be sent to: [JoelR.Ide@po.state.ct.us](mailto:JoelR.Ide@po.state.ct.us).

**Further Information**

To insure an equitable process, all questions regarding the preparation of proposals in response to this RFP must be submitted in writing by *November 15, 2004* to the Department, at the address listed above or they may be faxed to (860) 692-7772 or emailed to the address above. All questions will be answered in writing, with a copy of all questions and responses provided to all potential bidders who have submitted a Letter of Intent to Bid.

## **I. Statement of Purpose**

The Department is interested in providing the most effective victim awareness programming to incarcerated inmates. In this way, the Connecticut Department of Correction hopes to offer to offenders the tools necessary to make better choices both within the correctional environment and within the community.

## **II. Background**

The victim empathy program VOICES (Victim, Offender, Institutionally-based, Correctional, Education, Services) was established in 1998 and designed to assist offenders in becoming aware of the effect of crime on a victim: physically, emotionally and financially.

The Department is now seeking proposals from public and private nonprofit organizations for evaluation and possible modification to the existing program.

## **III. Proposal Content Requirements**

All requirements of this RFP must be met.

### **A. Bidder Information** - Use the form attached, entitled "Bidder Information Sheet".

The proposal must contain the official name, address and phone number of the bidder, the principal contact person for the proposal, and the name and signature of the person (or persons) authorized to execute any resulting contract.

Bidders must provide financial statements for a minimum of the last 2 years.

### **B. Contact Information**

Provide requested information on staff person responsible for the completion and submittal of this proposal.

Please indicate whether or not the agency is incorporated, the type of agency submitting the proposal, the fiscal year for the applicant agency, the agency's federal employer ID number and if the proposing agency is registered as a Connecticut Minority Business Enterprise and/or Women Business Enterprise.

### **C. Services to be Provided**

The provision of the following services must be described in your proposal. In addition, proposals must address your agency approach and philosophy concerning the provision of these services, including a full description of the curriculum intended for use in your proposed program. Please note, final approval of curriculum remains with the Department and will be negotiated after selection of a vendor.

The Connecticut Department of Correction (hereinafter the Department) wishes to enter into an agreement with a proposed vendor for modification and evaluation of its Victim Empathy Program.

The proposed vendor shall:

1. Assist the Department in evaluating the scope and effectiveness of victim awareness program training implemented by the Department's Victim Services Unit through the DOC- Center for Training and Staff Development in Cheshire.
2. Develop a streamlined curriculum and lesson plans for the facilitation of the V.O.I.C.E.S. Program (Victim, Offender, Institutionally-based, Correctional, Education, Services).
3. Design a research protocol to assess the effectiveness of the streamlined version of V.O.I.C.E.S.
4. Analyze outcome data generated from the research protocol.

5. Provide Victim Services staff education and resources to implement recommended activities.
6. Prepare a final report for review by the Director of the Offender Programs and Victim Services Unit. The Department shall review drafts of a final report as appropriate and will approve the final document.

#### **D. Budget**

The proposal must contain an itemized budget with justification for each line item. All costs (travel, printing, supplies, etc.) must be included in the contract price. The format provided below should be used as a model.

**Competitiveness of the budget will be considered as part of the proposal review process.**

The State of Connecticut is exempt from excise, transportation and sales taxes imposed by the Federal and/or state government. Such taxes must not be included in contract prices.

The maximum amount of the bid may not be increased after the proposal is submitted. All cost estimates will be considered as "not to exceed" quotations against which time and expenses will be charged.

The proposed budget is subject to change during the contract award negotiations.

Proposals must identify known or anticipated subcontracts. If the exact vendor is not known, the type and quantity of services to be provided through subcontracting must be clearly described. All requirements made of the contractor must be applied to the subcontractor as well.

#### **E. Staffing and Service Delivery**

The proposal must describe the staff to be assigned to this project, including the extent to which they have the appropriate training and experience to perform assigned duties. Job descriptions, hours per week and hourly rates must be provided for all staff to be assigned to this project.

Proposals must clearly describe the delivery of services being offered. Include details on how and by whom services will be performed, as well as anticipated frequency of services. Describe supervision and oversight of staff providing direct services and clinical and administrative oversight of the proposed program in general.

### **IV. Proposal Procedures**

Bidders must complete their proposal using the following procedures, and must be received by the Department no later than 3:00 P. M. on November 29, 2004. Proposals received after this time will not be considered.

1. The proposal must be complete and meet all requirements of this RFP.
2. The proposal must be signed by an authorized official of the applicant organization.
3. Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Department.
4. Selection notifications will be mailed to all bidders. A contract will be mailed to the successful bidder on or about December 20, 2004. Services to begin upon full execution of a contract.
5. An original and five copies of the completed proposal (along with disk/CD) must be addressed to:

Department of Correction  
24 Wolcott Hill Road  
Wethersfield, CT 06109-1152  
Attention: Joel R. Ide

### **V. Supervision**

Supervision of the awarded program will be provided by the Department of Correction's Office of Offender Programs and Victim Services.

### **VI. Review Criteria**

Proposals submitted in response to this notice will be reviewed in two steps; first, to determine whether the Minimum Requirements have been met; second, to determine the Technical Merit of the proposals and the extent to which they meet the goals and intent of the RFP.

#### **A. Minimum Requirements**

Proposals will be screened for completeness and compliance with the requirements specified in the RFP. Proposals that fail to follow instructions or to include all required elements will be deemed incomplete and removed from further review.

#### **B. Technical Requirements**

Complete proposals will be reviewed for technical merit based on the following criteria:

1. The extent to which the proposal demonstrates successful experience providing similar services. Priority will be given to proposals submitted by organizations who have successfully provided those services most closely related to services sought through this RFP.
2. The extent to which references provided support the success in providing similar services.
3. The extent to which services to be provided are described clearly and cover all requirements outlined in the RFP.
4. The extent to which adequate time is allocated to manage the services to be provided.
5. The extent to which the profile of staff who will be working on this project is clear and adequate to manage the services to be provided.
6. The extent to which a cost-effective budget is presented which follows eligibility guidelines.
7. **THE COMPETITIVENESS OF THE PROPOSAL.**

#### **C. Review Process**

Proposals which meet the minimum requirements will be reviewed by a panel of appropriate staff and/or outside experts. Recommendations for funding consideration will be made by this panel. The final selection is at the discretion of the Commissioner.

Following final selection, an appropriate contract document will be developed between the selected bidder and the Department that details services, budget and reporting requirements.

No financial obligation by the State can be incurred until a contract is fully executed.

### **VIII. Compliance with Applicable Statutes and Regulations**

Any eventual contractor will be required to be in compliance with all applicable Federal and State statutes and regulations. These include, but are not limited to, all Affirmative Action and Non-discrimination rules and regulations. The Department will provide all necessary forms for the documentation of compliance. Forms will be included in contractual agreements with the Department.

Moreover, in accordance with Section 4a-60(a) of the Connecticut General Statutes, the contractor shall agree and warrant that in the performance of any award, he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation, mental or physical disability, unless it is shown by the contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States and the State of Connecticut.

The contractor shall further agree to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the contractor as they relate to the provisions of Section 4a-60 and Regulations of Connecticut State Agencies, Sections 46a-68J-2 to 46a-68K-8.

### **IX. Affirmative Action Notice**

The State of Connecticut strongly supports the concept and implementation of affirmative action to overcome the present effects of past discrimination. The Department urges its bidders, suppliers, contractors and awardees to implement affirmative action plans and programs of their own, and hereby notifies all bidders, suppliers, contractors and awardees that the Department will not knowingly do business with, or make awards to, individual or organization excluded from participation in any federal or state contract program, or found to be in violation of any state or federal anti-discrimination law.

## **X. Assurances**

Any prospective contractor must agree to adhere to the following conditions and **must positively state such in the proposal**:

- A. **Conformance with Statutes** - Any contract awarded as a result of this RFP must be in full conformance with State and Federal statutory requirements.
- B. **Ownership of Proposals** - All proposals in response to this RFP are to be the sole property of the State, and subject to the provisions of Sections 1-19 of the Connecticut General Statutes (Re: Freedom of Information).
- C. **Reports and Information** - The contractor shall be required to supply requested information required by the Department in, manner and format directed by the Department.

The contractor shall permit access by staff and/or agents properly authorized by the Department to the contractor's premises, staff and participant and financial records, at any reasonable time.

The right to publish, distribute or disseminate any and all information or reports, or any part thereof, shall accrue to the Department without recourse. The contractor shall maintain written records to substantiate costs incurred under the contract. Unless otherwise agreed to in writing, all rights granted or assumed under copyright laws will belong to the Department.

- D. **Timing and Sequence** - Timing and sequence of events resulting from this RFP will ultimately be determined by the State.
- E. **Stability of Proposed Prices** - Any price offerings from applicants must be valid for a period of 120 days from the due date of applicant proposals.
- F. **Oral Agreements** - Any alleged oral agreement or arrangement made by a bidder with any agency or employee will be superseded by the written agreement.
- G. **Amending or Canceling Requests** - The State reserves the right to amend or cancel this RFP at its discretion, prior to the due date and time, and/or at any point to the issuance of the written agreement, if it is in the best interests of the agency and the State.
- H. **Rejection for Default or Misrepresentation** - The State reserves the right to reject the proposal of any bidder who is in default of any prior contract or for misrepresentation.
- I. **State's Clerical Errors in Awards** - The State reserves the right to correct inaccurate awards resulting from its clerical errors.
- J. **Rejection of Proposals** - Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP.
- K. **Applicant Presentation of Supporting Evidence** - An applicant, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the RFP.
- L. **Changes to Proposals** - No additions or changes to the original proposal will be allowed after submittal, unless specifically requested by the Department.

- M. **Collusion** - By responding, the applicant implicitly states that the proposal is not made in connection with any competing applicant submitting a separate response to the RFP, and is in all respects fair and without collusion or fraud. It is further implied that the applicant did not participate in the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no employee of the agency participated directly or indirectly in the applicant's proposal preparation.
- N. **Subcontracting** - In a multi-contractor situation, the Department requires a single point of responsibility and accountability.

**XI. Other Rights Reserved to the State**

The State reserves the right to reject any and all proposals, in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the State will be served.

**REQUEST FOR PROPOSAL  
RFP #DOC05PH  
VICTIM EMPATHY PROGRAM  
BIDDER INFORMATION SHEET**

DEPARTMENT OF CORRECTION

**A. Bidder Information**

Agency : \_\_\_\_\_  
Legal Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

**TOTAL PROGRAM COST:** \$ \_\_\_\_\_

I certify that to the best of my knowledge and belief, the information contained in this application is true and correct. The application has been duly authorized by the governing body of the applicant, the applicant has the legal authority to apply for this funding, the applicant will comply with applicable state and federal laws and regulations, and that I am a duly authorized signatory for the applicant.

\_\_\_\_\_  
Signature of Authorizing Official: \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
Typed Name and Title

**Please provide the following information on the contact person for this proposal**

Name \_\_\_\_\_ Title \_\_\_\_\_ Tel. No. \_\_\_\_\_  
Street \_\_\_\_\_ Town \_\_\_\_\_ Zip Code \_\_\_\_\_

**E-mail Address**

**Is your agency incorporated?** Yes ☐ No ☐ **Agency Fiscal Year**

**Type of Agency** Public ☐ Private ☐ Other ☐ For Profit ☐ Non Profit ☐

**Federal Employer I.D. Number** \_\_\_\_\_

**Minority Business Enterprise:** Yes ☐ No ☐ **Women Business Enterprise:** Yes ☐ No ☐

**Use this format in preparing your proposal**

**B. Services to be Provided**

1. Describe your experience providing the kinds of services described in the “Services to be Provided” section and elsewhere in the RFP.
2. Indicate at least two references (with their telephone numbers and e-mail addresses) who may be contracted to support your description of your experience in providing these services.
3. Briefly describe the approach to the services you will provide as outlined in the “Services to be Provided” section of the RFP.
4. Briefly state the hours of operation of your organization and indicate the suitability of these hours to the Services and Deliverables required in this proposal.
5. Provide a job description for each position identified in the budget section of your proposal.
6. Provide at least two most recent years of financial audit reports, including Management Letters.

**C. BUDGET**

PERSONNEL: List proposed employees/staff/contractors per example:

Title	FTE's	Annual Amount	
Program Manager	1 FTE	\$ 62,375	Example
Research Analyst.	. 65 FTE	\$ 27,625	
Office Assistant	2.5 FTE	\$ 93,055	

Personnel Subtotal \$ \_\_\_\_\_

FRINGE BENEFITS (@ %) \$ \_\_\_\_\_

ADMINISTRATIVE EXPENSES:

Photocopying \$ \_\_\_\_\_

Printing \$ \_\_\_\_\_

Advertising \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Office Materials & Supplies \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Occupancy/Rent \$ \_\_\_\_\_

Staff Training \$ \_\_\_\_\_

Staff Travel \$ \_\_\_\_\_

Other (please specify) \$ \_\_\_\_\_

Administrative Expenses Subtotal \$ \_\_\_\_\_

**Proposal Total \$**